



Employment Information Package
Temporary Retail Assistant – Part Time
November, 2021

Job Title: Temporary Retail Assistant
Contract status: Fixed Term Contract, part-time – 11 months
Reports to: Giftshop Manager, Chester Beatty
Location: Chester Beatty, Dublin Castle, Dublin 2, D02 AD92, Ireland
Date: November 2021

The Chester Beatty

Described by the *Lonely Planet* as ‘not just the best museum in Dublin, but one of the best in Europe’, the Chester Beatty is a museum and library that houses a world-class collection of Islamic, East Asian and European art assembled by the great philanthropist and collector Sir Alfred Chester Beatty (1875 – 1968).

The Collection comprises of some of the finest treasures of the great cultures and religions of the world, and captures the richness of human creative expression from 3,000 BC to the present day. Located in the grounds of Dublin Castle, the museum welcomes over 360,000 visitors a year and is widely known as the pre-eminent centre in Ireland for the understanding of world cultures.

The Chester Beatty is one of Ireland’s National Cultural Institutions. It is a public charitable trust established under the will of the late Sir Alfred Chester Beatty and is governed by a Board of Trustees. Our mission is to maintain and preserve the museum’s Collections and to make them available in the most appropriate ways for the use and enjoyment of the public and for scholarly study and research, in order to promote a wider appreciation and understanding of the international cultural heritage embodied in the Collections and to foster relations between Ireland and the peoples whose cultures are represented in the Collections.

For more information on the CB, its holdings and a full schedule of events and activities please visit www.chesterbeatty.ie.

Key Responsibilities

The duties of the post will include but are not limited to:

- providing excellent customer, visitor and sales services;
- increasing turnover through excellent service, product knowledge and proactive selling;
- fulfilling online orders and facilitating Click & Collect service;
- banking, preparing floats, cash management and accurate cash handling;

- pricing, displaying stock and processing transactions using an EPOS system;
- keeping the shop clean, neat and tidy;
- responding to customer and visitor enquiries – in relation to, for example, Giftshop items, tours, exhibitions;
- basic security;
- administrative duties;
- deputising for the Giftshop Manager, as required.

Skills, Knowledge and Experience:

Essential and Desirable Requirements:

Essential

- Eligible to work in Ireland
- A minimum of 2-3 years previous recent retail experience
- Demonstrated excellent sales skills
- Proven excellent interpersonal, negotiation and problem solving skills with strong financial acumen
- A high level of proficiency in the range of Microsoft Office programmes e.g. Word, Excel and Outlook.
- Highly effective organisation and planning skills - the ability to remain calm and focussed while working under pressure
- Demonstrated flexibility, reliability and ability to work as part of a multi-disciplinary team and on own initiative
- Available to start work in January 2022

Desirable

- Sales experience in a cultural or arts organization
- An understanding of and passion for, arts, religions and the Chester Beatty collections

Hours of Work

This is a part-time position and the average hours of work are 21.6 hours (gross) per week. The roster will require attendance on a six week roster, over a seven day week, Monday to Sunday. Weekend and evening attendance is an essential requirement for this position. There is also a requirement for attendance when the museum is open on Public Holidays and for evening events. The specific days and hours will be communicated to the successful candidate.

Salary

The salary for this position is €25,087 per annum, pro-rata, i.e. €11.12 per hour. The successful candidate will also be required to join the Single Public Service Pension Scheme.

Application Instructions

To apply, interested candidates should submit by email a cover letter expressing interest in the position and outlining relevant experience, together with a complete curriculum vitae and the names and contact information (mail, e-mail and telephone numbers) of two professional references to Mary Corless, HR Manager at personnel@cbl.ie with “Temporary Retail Assistant” in the subject line.

Closing date for receipt of applications is 5pm on Wednesday, 8th December, 2021.

Canvassing will disqualify.

Referees will not be contacted until the search committee has informed the candidate of doing so.

***The Chester Beatty is an equal opportunities employer.
We welcome applications from people with disabilities and can make arrangements to accommodate candidates with disabilities at interviews.***

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a recruitment competition with Chester Beatty, we record your name and contact details. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data please submit your request by email to: dataprotection@cbl.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). The Chester Beatty Privacy Policy can be found on the website at [The Chester Beatty Library – Privacy Policy | Chester Beatty](#)

Please note: All data received relating to the application will be held in line with the museum’s record retention and data protection policies.